



DEPARTMENT OF VETERANS AFFAIRS
DELEGATED EXAMINING UNIT
Greater Los Angeles Healthcare System
11301 Wilshire Boulevard
Los Angeles, CA 90073

In Reply refer to: 691/05DEU
Tel: (310) 268-4150
Fax: (310) 268-4929

EXAMINING ANNOUNCEMENT: **VA-1-SR-18**
OPEN UNTIL FURTHER NOTICE
NO WRITTEN TEST REQUIRED
GS-661-4/5

OPPORTUNITIES FOR EMPLOYMENT

AS A

PHARMACY TECHNICIAN

WITH THE

DEPARTMENT OF VETERANS AFFAIRS

“America is # 1—Thanks to our Veterans”

LOCATION OF POSITIONS: Most of the positions will be at the Department of Veterans Affairs Medical Centers and Clinics located in Northern and Southern California and Nevada, and some positions may be located in Hawaii, Samoa and Guam.

DESCRIPTION OF DUTIES: Pharmacy Technicians perform, under the supervision of a registered pharmacist, a variety of technical support functions in a pharmacy. Pharmacy Technicians receive, care for, store, distribute, and bulk compound pharmaceuticals, prepare sterile solutions, and set up prescriptions for a final check by a pharmacist.

QUALIFICATIONS REQUIREMENT: Candidates must have had qualifying experience, including pertinent unpaid or volunteer experience, as described below (education may be substituted for experience):

<u>GRADE</u>	<u>GENERAL EXPERIENCE</u>	<u>SPECIALIZED EXPERIENCE</u>
GS-4	6 MONTHS	6 MONTHS
GS-5	NONE	1 YEAR

GENERAL EXPERIENCE: This is any type of work which demonstrates the applicant's ability to perform the work of the position, or experience which provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: This is experience which must have provided a basic knowledge of pharmaceutical nomenclature; characteristic, strengths, and dosage forms of pharmaceuticals; pharmaceutical systems of weights and measures; and the variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals. This experience may have been gained in hospital pharmacies, retail pharmacies, or in pharmaceutical firms or laboratories.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

GS-4 Successful completion of 2 years of study in pharmacy or pharmacy technology which included at least 12 semester hours in courses in the care, storage, distribution, and preparation of pharmaceuticals, and appropriate laboratory work.

GS-5 Successful completion of a full 4-year course of study leading to a bachelor's degree with major study in pharmacy related courses.

Successful completion of a course for medical technicians, hospital corpsmen, medical service specialists or hospital training obtained in a training program given by the Armed Forces or the US Maritime Service under close medical and professional supervision, is qualifying on a month-for-month basis for general experience.

Successful completion of pertinent specialized training courses in pharmaceutical and pharmacy practices while serving in the Armed Forces or in post-high school study is qualifying on a month-for-month basis up to the 1-year specialized experience required at the GS-5 grade level.

BASIS OF RATING: Candidates will be rated on an evaluation of the experience, education and training as shown in the application and any other supplementary information which may be submitted.

TERMS OF ELIGIBILITY: Candidates will receive employment consideration for 12 months from the date of the eligibility letter. Eligibility may be extended for an additional 12-month period by submitting updated qualifications information after 10 months of eligibility.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates for Federal employment receive consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with statutory exceptions) or any other non-merit factor.

HOW TO APPLY: Submit the following forms:

It remains the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The Veterans Administration assumes no responsibility for the late delivery of applications (i.e., postal service delays, computer system or fax machine is down at the sending or receiving location, etc.)

APPLICATIONS MAILED IN GOVERNMENT FRANKED ENVELOPES WILL NOT BE ACCEPTED FOR EMPLOYMENT CONSIDERATION. FAXES RECEIVED FROM FEDERAL GOVERNMENT AGENCIES WILL NOT BE ACCEPTED.

1. Optional Form 306 plus Optional Form 612 or resume (or any other written format). For resumes the following information must be included. Please give the name and address of your employer(s), give the dates (starting and ending month/year) you were employed, the average number of hours worked per week and describe the duties you performed. Be sure to include all of your experience, including time spent in the Armed Forces and any other non-paid work experience. Be sure to show the lowest salary or grade level acceptable.
2. Provide beginning and ending dates of employment and the average number of hours worked per week for each position listed on your application or resume.
3. Applicants must provide their Social Security Number in order to have their application package accepted.
4. A copy of your college transcripts if you are applying on the basis of education or a combination of education and experience.
5. Submit a copy of your DD 214 if you are applying for Veterans Preference. If applying for 10 Point Veterans Preference, submit a copy of your DD 214 along with Standard Form 15 with appropriate proof dated within the last 12 months.

(VETERANS PREFERENCE)

- *During the period December 7, 1941 to July 1, 1955.*
- *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
- *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*

- *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each military department must decide which members are eligible.*
- *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
- *In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
- *Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*

6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:

- A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
- B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
- C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
- D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
- E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- F. Be rated well qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 80.0 or above (not including veterans preference points) will be considered "well-qualified."

7. If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Program (ICTAP). To receive this priority consideration you must:

- A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.
 - 1. Current or former career or career conditional (tenure group I or II) competitive service employee who:

- a. Received a RIF separation notice; or
 - b. Separated because of compensable injury, and whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - c. Retired with a disability and whose disability annuity has been or is being terminated; or
 - d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 - e. Retirement under the discontinued service retirement option; or
 - f. Was separated because he/she declined a transfer or function directed reassignment to another commuting area.
 - 2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or
 - B. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - D. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 - F. Be rated well qualified you must earn the score cut-off of 80.0 (prior to the assignment of veterans preference points) which distinguishes well-qualified candidates from minimally qualified candidates on the rating criteria developed for the position.
8. Listed below are tasks that are commonly performed by Pharmacy Technicians. Please circle the letter corresponding to those tasks you have performed **on your own** (you may list those tasks on a separate sheet of paper):
- A. Reconstituting sterile medications for use in intravenous solutions.
 - B. Obtaining reconstituted drugs and solutions, for example, glucose or dextrose, and placing them with the intravenous additive order for mixing by a pharmacist.
 - C. Receiving and filling ward and clinic drug supply orders for a wide variety of pharmacy items where the work requires amounts of drugs and supplies amounts obtainable in the pharmacy, for example, the order may be for a 500 mg. dosage, and the pharmacy carries a 250 mg. dosage.
 - D. Receiving and filling ward and clinic drug supply orders where no computing ability is required.
 - E. Bulking compounds, packaging and labeling complex products, some of which are used for internal consumption, for example, cough syrups, laxatives, etc.
 - F. Compounding and bottling simple sterile solutions, such as irrigating and saline solutions.
 - G. Setting up individual prescription orders for items that are frequently prescribed and are already prepackaged and labeled, for example, tablets packaged in bottles of 100.
 - H. Packaging pharmaceutical materials for shipment.
 - I. Compounding and bottling non-sterile solutions.

- J. Bulking compounds and packaging a variety of simple solutions and products which are for external application, for example, body lotions, mouthwash, rubbing alcohol, toothpowder, liniment, detergents, etc.
 - K. Repackaging into smaller units a wide variety of items, such as liquids, tablets, capsules.
 - L. Checking pharmacy stock to determine if it is at a required level, rotated properly to insure freshness, and stored correctly, for example, alphabetically by generic rather than trade name.
9. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package.

- 1. Downtown Los Angeles
- 2. West Los Angeles/Santa Monica Area
- 3. Long Beach/San Pedro Area
- 4. San Fernando Valley Area/Sepulveda
- 5. San Diego Area
- 6. Santa Barbara Area
- 7. Loma Linda/Riverside/San Bernardino Area
- 8. Southern Nevada (Las Vegas)
- 9. Bakersfield
- 10. Fresno
- 11. Los Banos
- 12. Auburn
- 13. Reno
- 14. Eureka
- 15. Redwood City
- 16. Rohnert Park
- 17. San Francisco
- 18. Santa Rosa
- 19. Benicia
- 20. Berkeley
- 21. Chico
- 22. Concord
- 23. Martinez
- 24. Oakland
- 25. Pleasant Hill
- 26. Travis Air Force Base in Fairfield
- 27. Redding
- 28. Sacramento
- 29. Vallejo
- 30. Livermore
- 31. Menlo Park
- 32. Hawaii
- 33. Guam
- 34. Samoa
- 35. Modesto
- 36. Monterey

- 37. Palo Alto
- 38. San Jose
- 39. Santa Cruz
- 40. Stockton

10. Indicate the hours and type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.

- 1. Full-time employment
- 2. Part-time employment 25 to 32 hours per week
- 3. Part-time employment 17 to 24 hours per week
- 4. Part-time employment 16 or less hours per week
- 5. Shift work
- 6. Intermittent
- 7. Temporary employment lasting 5 to 12 months.
- 8. Temporary employment lasting 1 to 4 months.
- 9. Temporary employment lasting less than 1 month.

WHERE TO OBTAIN FORMS: A copy of this announcement and the forms required to apply may be obtained from the following address:

DELEGATED EXAMINING UNIT (05/DEU)
VA Greater Los Angeles Healthcare System
 11301 Wilshire Blvd.
 Bldg. 258, Room 128
Los Angeles, California 90073
 (310) 268-4150
 (310) 268-4929 FAX

WHERE TO FILE: Submit the completed application forms to the above address. Incomplete forms will delay eligibility. Applications mailed in government franked envelopes or faxes received from federal government agencies **will not be accepted** for employment consideration.

SALARY INFORMATION: For information regarding salary rates, please contact the Delegated Examining Unit.

UNITED STATES CITIZENSHIP REQUIRED

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER